

AmeriCorps*State Program 2016-2017 Request for Application

Bidders' Conference



PRESENTER

**Scott McFarland
Executive Director
Serve Illinois Commission
217-685-5930**

Scott.McFarland@illinois.gov

Bidders' Conference Agenda

- ❖ Serve Illinois Commission
- ❖ National Service
- ❖ AmeriCorps*State Programs
- ❖ 2016-17 AmeriCorps*State RFA
 - Application procedures
 - Program requirements for 2016-17
- ❖ FAQs

Serve Illinois Commission on Volunteerism & Community Service



Serve Illinois Commission Mission

Mission: To improve Illinois communities by enhancing volunteerism and instilling an ethic of service throughout the State.



Serve Illinois Commission

- **Formed in 1978**
- **Established in legislative statute in July 2000. (PA98-0692, 20 ILCS 2330)**
- **Commission's stated purpose:**
 1. "... to promote and support community service..."
 2. "to stimulate new volunteerism..."
 3. "to serve as a resource...and an advocate..."

Serve Illinois Commission

Staff

Scott McFarland, Executive Director
Sue Zellers, AmeriCorps Program Officer

Mattias Ghelaidos, Accountant

Mike Stehlin, Training Officer/Special Projects

Jacob Nudelman, Graduate Public Service Intern

William Coussens, Graduate Public Service Intern



Serve Illinois Commission

State Agency Location

Located in the
Illinois Department of Public Health
Office of Emergency and Preparedness

Serve Illinois Commission
Illinois Department of Public Health
422 South Fifth Street – 1st Floor
Springfield Illinois 62701
www.Serve.Illinois.gov
[@Servellinois](https://www.facebook.com/ServeIllinois)
[www.Facebook.com/ServeIllinois](https://www.facebook.com/ServeIllinois)



Serve Illinois Commission Make-up and Duties

- 40 (25 voting and 15 non-voting) Governor-appointed commissioners
- Funds and administer AmeriCorps*State programs
- Promotes National Days of Service
- Coordinates training and professional development
- Volunteers Recognition
- Collaborates with volunteer organizations



National Service and AmeriCorps



National Community Service Trust Act of 1993

Established the Corporation
For National & Community
Service (CNCS)



Required the establishment of state service commissions

CNCS is the federal funding entity of AmeriCorps.

Edward M. Kennedy Serve America Act (SAA) of 2009



Themes of the Serve America Act (SAA)

Focuses service on key national issues

Expands opportunities to serve

Builds the capacity of individuals, nonprofits and communities to succeed

Encourages innovative approaches to solving problems

2011-2015 CNCS Strategic Plan



National Service Partners



The Serve Illinois Commission administers AmeriCorps*State programs, but is a partner with other national service entities.

Senior Corps

RSVP - Retired & Senior Volunteer Program

FGP - Foster Grandparents Program

SCP - Senior Companions Program



AmeriCorps

VISTA – Volunteers in Service to America.

- Elimination of poverty
- Capacity building.

NCCC – National Civilian Community Corps - Descendent of 1930's CCC (New Deal)

National Direct Programs

- Similar to State programs.
- Administered by CNCS.

AmeriCorps*State Programs

- Administered by state commissions.



AmeriCorps Programs

AmeriCorps “programs” are:

- ✓ Public or private non-profit organizations
- ✓ Labor organizations
- ✓ Community organizations
- ✓ Faith-based organizations
- ✓ Institutions of higher education
- ✓ States, territories and other government entities
- ✓ Indian Tribes
- ✓ Partnerships of the above



AmeriCorps Service

AmeriCorps Motto - **“Getting Things Done”**

Focus on direct service in the community

- Tutor and mentor
- Assist crime victims
- Community health
- Recruit volunteers
- Prisoner outreach
- Environmental protection
- Restoration of parks
- Adult literacy
- Prenatal care
- Disaster Services
- Economic Opportunity
- Other activities not listed



AmeriCorps Members

- Build leadership skills, an ethic of service, and civic engagement.
- Strengthen Communities
 - Programs involve the community
 - Build relationships with faith- and community-based organizations



AmeriCorps Members

Terms of Service:

- Minimum 8 full time MSY/FTE required
- Full Time = 1,700 hours of service in 9 to 12 months
- Part Time = 900 hours
- Reduced Part Time = 675
- Quarter Time = 450
- Minimum Time = 300



AmeriCorps Member Benefits

Living Allowance

- \$12,530 (minimum)-\$25,060 (maximum) per member
- Not required if less than full-time

Education Award

- \$5,775 for full-time members
- Pay student loans or attend school



AmeriCorps Member Benefits

Loan Deferment

- Student loans may be deferred during service time

Child Care

- Available for income-eligible full-time members

Health Care

- Available to all full-time members



Member Prohibited Activities

- (a) While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:
 - (1) Attempting to influence legislation;
 - (2) Organizing or engaging in protests, petitions, boycotts, or strikes;
 - (3) Assisting, promoting, or deterring union organizing;
 - (4) Impairing existing contracts for services or collective bargaining agreements;
 - (5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
 - (6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

Member Prohibited Activities

- (7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- (8) Providing a direct benefit to—
 - (i) A business organized for profit;
 - (ii) A labor union;
 - (iii) A partisan political organization;
 - (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - (v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;

Member Prohibited Activities

- (9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- (10) Providing abortion services or referrals for receipt of such services;
- (11) AmeriCorps members may not write a grant application to the Corporation or to any other Federal Agency; and
- (12) Such other activities as the Corporation may prohibit.
- Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

AmeriCorps*State Programs



AmeriCorps*State Programs

In 2015-16:

■ **Illinois has 28
AmeriCorps*State
Programs**

- 9 "Competitive"
- 19 "Formula"

**About 300 AmeriCorps
host sites in
approximately 40
counties**

About 1,700 Members



AmeriCorps*State Program Funding

Two funding streams of AmeriCorps*State programs:

- **AmeriCorps*Competitive**
 - Funding determined by the CNCS
 - Applications submitted by state service commissions
 - 20 slot minimum
- **AmeriCorps*Formula**
 - Funding determined by state service commissions
 - 8 MSY minimum



AmeriCorps*State Programs

Program responsibilities:

- Application process
- Recruit Members
- Interview process
- Background checks
- Member contracts
- Member timekeeping
- Foster communication among Members
- Provide Training
- Member close-out



AmeriCorps*State Program Required Program Participation

Commission-Sponsored Trainings

Program Director Training (July)

Monthly Program Calls

National Service Recognition Day (October)

Other Trainings as required by the Commission

2014 National Service Recognition Day Springfield IL



AmeriCorps*State Programs Required Days of Service

September 11th

National Day of Service & Remembrance



**SEPTEMBER 11TH
NATIONAL DAY OF SERVICE
AND REMEMBRANCE**



Martin Luther King Day

AMERICORPS WEEK



**2016-2017 AmeriCorps*State
Request for Application**



AmeriCorps RFA 2016-17 Timeline

- RFA Posting Date: August 18, 2015
- Applications Due In eGrants: December 4, 2015
- “Other Documents” Due to Serve Illinois: December 4, 2015
- Application Scoring: January-April 2016
- Serve Illinois Commission Deadline to Submit Applications to CNCS: January 20, 2016
- Competitive Award Notification: May 2016
- Formula Award Notification: June 2016
- Program Start Date (Year 1):
 - Competitive Programs - No earlier than July 1, 2016
 - Formula Programs – No earlier than August 1, 2016

AmeriCorps RFA 2016-17

All applications must be submitted in the CNCS online eGrants system by 5pm CST December 4th, 2015



AmeriCorps RFA 2016-17

Additional required documents must be received by Serve Illinois by 5:00 pm CST on December 4th, 2015:

- 1) Audit / Financial Statements
- 2) Labor Union Concurrence
- 3) Indirect Cost Rate Approval Letter
- 4) Logic Model Worksheet
- 5) Organizational Chart
- 6) Letters of Commitment
- 7) Evaluation (if applicable)

AMERICORPS RFA 2016-17

Grant share may not exceed:

- Traditional: \$13,730
- Professional Corps: \$1,000
- EAP: \$800

***CNCS and Serve Illinois will score well written grants higher if their cost per member is less than the maximum**



AmeriCorps RFA 2016-17

Basic Selection Criteria:

- a) **Executive Summary:**
A brief paragraph, maximum of a half-page
(0 percent of overall weight)
- b) **Program Design**
(50 percent of overall weight)
- c) **Organizational Capability**
(25 percent of overall weight)
- d) **Cost Effectiveness and Budget Adequacy**
(25 percent of overall weight)
- e) **Evaluation Plan**
(0 percent of overall weight)

The Serve Illinois Commission reserves the right to consider factors other than the applicant's final score in determining final grant recommendations.

AmeriCorps RFA 2016-17

CNCS Priority Areas:

- *Disaster Services*
- *Economic Opportunity*
- *Education*
- *Environmental Stewardship*
- *Healthy Futures*
- *Veterans and Military Families*
- *Governor/ Mayor Initiatives*
- *My Brother's Keeper*
- *Underserved Communities*
- *Youth Violence Prevention*



AmeriCorps RFA 2016-17

Serve Illinois Commission Priority Areas:

1. CNCS Priority Areas, plus

- a. Intergenerational Initiatives (not senior citizen serving senior citizen)
- b. Violence Prevention and Intervention
- c. Volunteer Connectors

2. Geography

The Commission will give special consideration to programs whose service sites are located in geographic regions within Illinois that are under-served by current Commission-funded programs.

3. Target Populations

The Commission will give special consideration to programs that target Veterans, Service Members, Veterans and Military Families, At-Risk Youth in High-crime Areas, and People with Disabilities.



AmeriCorps RFA 2016-17 Application Narratives

Executive Summary

- Please fill in the blanks of these sentences to complete the executive summary. (In RFA)
- The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [what the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]
This program will focus on the CNCS focus area(s) of [Focus Area(s)].* The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.
- **If the program is not operating in a CNCS' focus area, omit this sentence.*

AmeriCorps RFA 2016-17 Application Narratives

Program Design

- Problem/Need
- Theory of Change and Logic Model
- Evidence Base
- Notice Priority
- Member Training
- Member Supervision
- Member Experience
- Commitment to AmeriCorps Identification



AmeriCorps RFA 2016-17 Application Narratives

Organizational Capability

- Organizational Background and Staffing
- Compliance and Accountability
- Past Performance for Current Grantees and Former Grantees Only

AmeriCorps RFA 2016-17 Application Narratives

Cost Effectiveness and Budget Adequacy

- Cost Effectiveness
- Budget Adequacy



AmeriCorps RFA 2016-17 Application Narratives (cont'd)

Evaluation Summary or Plan

- First time competing, enter N/A
- Continuation grantees, submit evaluation plan
- Recompeting grantees, submit evaluation report



AmeriCorps RFA 2016-17 Budget

Three sections in an AmeriCorps program budget:

Section 1 – Program Operating Costs

Section 2 – Member Costs

Section 3 – Administrative/Indirect Costs

AmeriCorps RFA 2016-17 Budget

Section 1 – Program Operating Costs

- 1) Personnel Expenses and Fringe Benefits
- 2) Staff Travel – Including \$2,000 to attend CNCS and Commission events.
- 3) Member Travel – Including sufficient funds to attend “National Service Recognition Day.”
- 4) Equipment - \$5,000 or more per unit.
- 5) Supplies - \$1,000 or more.
- 6) Contractual
- 7) Staff Training
- 8) Member Training
- 9) Evaluation
- 10) Other program operating costs.

AmeriCorps RFA 2016-17 Budget

Section 2 – Member Costs

- 1) Living Allowance - \$12,530 minimum for full time members.
- 2) Member Support Costs – FICA, Worker's Compensation, Health Care. No unemployment insurance.
- 3) Do not budget for Education Awards.



AmeriCorps & the Affordable Care Act

- Grantees must provide healthcare that meets minimum essential coverage (MEC) to members serving 1700 hours (full time service) who are not currently covered.
- Programs may provide health insurance to less than full time members if desired.
- Members may stay on their parents or spouses insurance, insurance obtained on the Federal Marketplace (Bronze level minimum), Medicaid, private insurance or military benefits.

AmeriCorps RFA 2016-17 Budget

Section 3 – Administration Costs

Federally Approved Indirect Cost Rate (IDC) Method,
5% Fixed Administrative Cost Method, or De Minimis
10% Method

The Serve Illinois Commission will retain 1% of all
CNCS grant dollars for monitoring, training, and
technical assistance costs to support programs in
the portfolio.

AmeriCorps RFA 2016-2017 Budget

Matching Funds Requirement

Overall match (Total of Sections 1, 2, and 3)

- Years 1, 2, & 3, match = 24% of budgeted funds.
- Year 4 = 26%
- Year 5 = 30%
- Year 6 = 34%
- Year 7 = 38%
- Year 8 = 42%
- Year 9 = 46%
- Year 10 = 50%



REMINDERS....



Make certain you signed in!

- We will use the sign in sheet to send out future emails.
- The sign in sheet shows you were in attendance at one of the required Bidders' Conferences.

We will contact you at a later date
with the eGrants Application Number.

Do not wait to start writing your grant application.
Use Word and copy it to eGrants later.

FAQs

All questions must be submitted to
dph.serveillinois@illinois.gov

PLEASE INCLUDE:

- Program Name
- Date
- Question(s)

Questions will be compiled by Serve Illinois staff

FAQs

- Questions and responses provided at the Bidders' Conferences are not considered valid and official.
- All questions and responses will be posted in writing, via a Frequently Asked Questions (FAQs) at Serve.Illinois.gov. All questions and answers posted in the FAQs on the Serve Illinois website are considered valid and official.

AmeriCorps RFA 2016-17 QUESTIONS?



Address questions to:

DPH.ServeIllinois@illinois.gov

Answers to questions will be posted on the Serve Illinois Commission website.

Remember, we are...

